

Crested Butte Mountain Heritage Museum (CBMHHM)  
331 Elk Ave  
Crested Butte, CO 81224

Collections Registrar Internship  
Not a paid position

#### Description:

The Crested Butte Mountain Heritage Museum (CBMHHM) is seeking a detail oriented individual who is ready to learn the basics of collections care. The registrar is responsible for handling, packing, cataloging, and ID-ing objects within the museum collection. This is a great opportunity to experience many aspects that go into ensuring the preservation of historic artifacts. The CBMHHM offers a relaxed environment to explore museum work under the guidance of the Curator.

#### Duties

- Cataloging collections using PastPerfect 5.0 software
- Scanning and photographing collection items
- Artifact Handling
- Storage and preservation of collection items
- Research
- Inventory of collections

#### Qualifications

- Interest in museum work or history
- A commitment to the CBMHHM's mission
- Able to commit to an average of 5 hours a week for a semester
- Able to attend one 5 hour training to start the internship
- Able to work on-site
- Able to lift a minimum of 40lbs

#### Duration:

A minimum of 3 months.

#### Expectations:

The CBMHHM will provide the intern basics of collections management with a focus on handling collections, preservation practices, and an understanding of the PastPerfect 5.0 cataloging software. Museum staff will provide training time, answer questions, provide insight and

guidance oversight. Museum staff will communicate clearly with the intern about schedule and expectations.

The intern will attend training regarding collections handling, preservation practices, and use of the PastPerfect 5.0 software. The intern will communicate with Museum staff regarding questions about training, handling, preservation, or data entry. The intern will communicate scheduling conflicts and changes promptly. The intern will be thorough and careful in all aspects of Museum work. We expect the intern to take as much time as needed when completing projects and therefore do not impose deadlines. Our history is irreplaceable and personal to the people who call this Valley home.

#### Organization Background:

The mission of the Crested Butte Mountain Heritage Museum (CBMHM) is “to preserve and share the uniquely diverse cultural history of the Gunnison Valley. We make the past a living part of the future.” Since its founding in 1991, the CBMHM has been dedicated to preserving local history. It started as a grassroots organization seeking to save historic treasures such as the Crested Butte Water Tower and gradually expanded its mission to preserving and sharing the history of the Gunnison Valley. In 2003 the CBMHM relocated to the historic Crested Butte Hardware Store, affectionately known as Tony’s Conoco. In addition to sharing local history with residents and visitors through our evolving exhibits, the CBMHM maintains an ever growing collection of local historic artifacts and offers educational programs including student field trips, Historic Walking Tours, Historic Pub Crawls and a Speaker Series to the public.